



## Undergraduate Request for Grade of Incomplete

Return form to the registrar's office at [psu-registrar@plymouth.edu](mailto:psu-registrar@plymouth.edu).

Instructor Name: \_\_\_\_\_

CRN \_\_\_\_\_ Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ # Credits \_\_\_\_\_

Term when course was taken: \_\_\_\_\_ Fall \_\_\_\_\_ Winterim \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Last Date of Attendance \_\_\_\_\_

Reason for Requesting Incomplete Grade \_\_\_\_\_

### To be completed by Instructor

**\*Instructor: File this form at the Registrar's Office when final grades are submitted\***

Outstanding work to be completed: \_\_\_\_\_

Extension Date for Incomplete:	Repeating Courses:
<p>An instructor may decide to enter a grade of incomplete (IC) on a student's record if unusual circumstances prevent completion of the course on time, and a minimal portion of the total class work needs to be completed. <b><i>The incomplete must be completed by the final day of classes of the subsequent semester</i></b> (Fall and Winterim incompletes are due at the end of Spring; Spring and Summer Incompletes are due at the end of Fall), <b><i>or</i></b> by the date specified by the instructor, whichever comes first.</p> <p>If the Incomplete grade is not changed by the set extension date, a grade of F will be recorded, unless the instructor stipulates a different grade below. <a href="#"><i>A grade change form is due to the Registrar's office within one week after the extension date.</i></a></p> <p>The instructor is responsible for documenting and notifying the student of the work to be completed and the deadline. A student may not graduate with an incomplete on his or her transcript.</p> <p><b>Instructor Set Extension Date</b> (earlier than end of next subsequent semester): _____ . <i>Please place this date on your calendar.</i></p> <p>If the outstanding coursework is not completed by Extension Date, <b>Grade to be Recorded:</b> _____</p> <p>If an IC grade is recorded, the instructor may not submit any of the following grades to clear and incomplete (IC) grade: AF, AU, or W.</p>	<p>A student with an outstanding incomplete in a course that is not approved as repeatable for credit may not register for the same course. The incomplete must be completed and a final grade recorded before the student may register for that course again.</p> <p>If a student with an incomplete in a non-repeatable course wishes to take the entire course over, the instructor should submit an appropriate final grade to clear the incomplete. This grade must be a C- or lower, since with the exception of courses approved as repeatable for credit, only courses in which a grade of C- or lower was earned may be repeated.</p> <p>If a student registers for a non-repeatable course in which s/he has an outstanding incomplete, that registration will be changed to Audit</p>

***The instructor has determined the conditions and arrangements of the above. If you have any questions about any part of this form, please contact the course instructor.***

Signature of Student: \_\_\_\_\_  
(Not Required)

Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_  
(Required)

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date \_\_\_\_\_ 2/2023